



Town of Bethel Public Works Approval Process

The following items summarize the tasks that are required for proposed new construction, from single family homes to commercial developments:

Site Hydrology

- Pre and Post Development analysis for 2, 10, and 25 year storm events, 24-hour duration (must show no net increase). Rational Method will not be accepted.
- Existing and Proposed watershed maps.
- Summary table for existing and proposed analysis.
- Existing and Proposed hydrographs and routing diagrams.
- Proposed development shall maintain existing drainage patterns.
- Account for “First Flush” (first inch of runoff) from proposed increase in impervious areas. This volume is to be intercepted and discharged into an underground “recharger” or an aboveground “Rain Garden”.
- All downspouts shall be connected to the recharger/rain garden and be shown and noted on the plan. Downspout connections and installation of storm water management systems must be inspected by the Public Works Department prior to backfilling.

Site Plan

- The site plan shall be based on a current A-2 survey.
- The Site Plan shall include, but not be limited to, the following:
 - Sight line(s) from driveway
 - Existing and proposed contours
 - Existing and proposed utilities and drainage
 - Sedimentation and Erosion control plan, details, and narrative
 - Floodplain limits and base flood elevation (as applicable)
 - Details as needed to adequately describe proposed work

Site Utilities

- For projects within a designated sewer service area, the plan will need to identify the locations of the sewer connection and water supply to the project. All parcels and subdivisions not currently connected to either water or sewer and any changes in use require the Public Utilities Commission (PUC) review and approval. The PUC generally meets the first Monday of each month. Contact the Public Works Department @ 203-794-8549 to be placed on the agenda.

The applicant will need to provide information regarding the anticipated sanitary sewer flows as it applies to the proposed development.

- Placement of any utility connections (and associated setbacks) shall not encroach on the setbacks of adjacent properties.

Permitting and Bonds

- A driveway bond is required for developments with a new driveway or modification to an existing driveway. Public Works final sign off will not be granted until the apron is installed **(Please note that asphalt plants in the area are generally closed between Nov. 1 and April 1, therefore plan the installation of the apron accordingly if a Certificate of Occupancy (C.O.) is needed beyond these dates)**. Inspection of the driveway apron will also include verification of adequate sight line(s).
- A sedimentation and erosion control bond will be required for all developments. At the discretion of this department, a property can be considered for a C.O. provided that a bond is posted and proper measures are in place. Developers are encouraged to make every effort to stabilize the project and remove all sedimentation control devices prior to obtaining a C.O.
- In some cases the Planning and Zoning Department will require Driveway and Sedimentation and Erosion Control bonds. Posting of these bonds will satisfy the bond requirements of the Public Works Department.
- A permit and coordination with the Public Works Department will be needed for work within an existing Town road or right-of-way. Roadway work is suspended from Nov. 1 through April 1. There is a standing moratorium for excavations in Town roads paved within the last three (3) years. Please check the locations of these roads with the Public Works Department.
- Any work within the State of Connecticut Right-of-Way is subject to approval by the applicable State department(s) and is independent of any approvals/permits issued by the Town of Bethel.
- A written request is needed for release of bonds. Once requests are received, an inspection will be scheduled. Deficiencies, if any, will be noted and need to be corrected prior to release of the bond.

General Notes

- Once a review of submitted plans has been completed, the engineer of record will be contacted by the Public Works Department. Comments will be reviewed and revisions, if required, will be discussed. When possible, comments will be reviewed prior to approval by the Planning and Zoning Commission, Zoning Board of Appeals, and/or Wetlands Commission, to allow for revisions or responses from the Applicant.
- Following review and acceptance of any revisions, Public Works will forward a memo of approval to the Planning and Zoning Department. This memo will be included in the Planning and Zoning Department's approval that is forwarded to the Building Department. The Building Department will need conduct a review of any changes/revisions prior to issuance of a Building Permit.